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## RESIDENTIAL BUILDING PERMIT

The purpose of this brochure is to help you in understanding what information will be necessary to complete your application and to answer some common questions related to your building permit.

Residential construction must conform to standards adopted by the City of Liberty Lake and the State of Washington, such as the Uniform Building, Plumbing and Mechanical Codes, the Washington State Energy Code, and the Zoning Code. Building sites must conform to applicable regulations governing the division of land. Other local ordinances could impact your project depending upon its specific nature and location. Remodels, additions or repair to residential structures require information similar to that for new construction.

### **When is the Permit necessary?**

In general you will need a building permit any time you construct a new structure or enlarge, remodel, relocate or demolish an existing structure.

Accessory buildings such as tool and storage sheds which are less than 120 square feet in area are exempt from permit requirements. Permits are required to be obtained prior to construction.

### **What information will be necessary to complete the Application?**

In order for an application for a building permit to be considered complete, a completed application form containing the following information, together with other documents, as described below, needs to be submitted:

- Application worksheet
  1. Owner & contractor information
  2. Legal description & Parcel number  
**Note:** This information can be found on your property tax statement or may be obtained from the County Assessor's office.
  3. Street address. (If your property does not have an address, one will be assigned at the time of permit application.)
  4. Project description & Estimated value
- Mechanical & Plumbing permit forms (if applicable)
- Copy of sewer/water permit & fire district acceptance

- Site plan, on 8.5 x 11 inch paper. (submit 2 copies)  
Please indicate:

1. Scale used & a marker showing the direction of north
2. Location and dimension of property lines
3. Location, dimensions and type of easements (i.e., drainage, access, utilities)
3. Location, dimension and use of all existing buildings and structures on the site, showing distances from property line
4. Lot corners and elevations, including finished floor elevation.
5. Lot drainage (engineered plan if required)
6. Existing buildings scheduled for demolition or removal must be indicated.
7. All proposed buildings must show porches, walks, decks, overhangs, etc.
8. If the project is located within 200 feet of a body of water regulated by the Shoreline Management Act, the ordinary high watermark needs to be indicated
9. Location of proposed or existing sewage disposal system(s), well(s), sewer line(s), and waterline(s)

- Working drawings: For residential projects, two (2) complete sets of foundation plans, floor plans, elevations, cross sections and structural details is usually sufficient. Please include:

1. Framing plan showing connection details and braced wall panel locations
2. Floor plan w/ room uses, dimensions, window and door sizes (label egress)
3. Typical wall section from footing through roof showing full details
4. Required engineered details need stamp & signature of engineer (braced wall panels)
5. Energy calculations (forms can be obtained from the SBCC website)
6. Ventilation & radon mitigation
7. Plumbing fixture & mechanical equipment locations
8. Electrical fixture locations including panel, switches, lighting, & fans

# **RESIDENTIAL BUILDING PERMIT**

(page 2)

- Where plans are prepared by Washington State registered design professionals, Liberty Lake requires, that at a minimum, the cover sheet of the construction drawings shall include the original signed seal of the Architect and/or Engineer of record for the project. Other sheets may also require original seals.
- For those projects not categorically exempt from the State Environmental Protection Act, a complete application needs to be accompanied by a completed Environmental Checklist.

## **How long will it take to receive the processed permit?**

When a septic system is not involved, your application and plans are complete, and the proposal clearly conforms to the codes and ordinances adopted by the City of Liberty Lake, the permit may be issued within 2 to 3 days, if not the same day, after review by city staff. In the case of a new construction involving installation of a septic system, or alterations to a septic system, a time frame of 7 to 10 days is necessary to allow review of the sewage disposal system by the Spokane County Health District.

## **How much will my Permit cost?**

Fees for building permits are based on valuation using standard market rates for similar types of construction. The actual fees are established by the Uniform Building Code and are based on the size and use of the structure. Please refer to the city's current fee schedule or consult with department staff.

## **Will I need other Permits in conjunction with my Application?**

Approvals or permits from other county and state agencies may be required prior to the release of your building permit:

- Many residential projects require plumbing and mechanical permits in conjunction with the building permit. Both are issued by Planning & Community Development. All three may be issued as a single combination permit or obtained separately.
- If you are installing or altering a septic system, or if your project is such that your septic system may need to be enlarged or relocated, permits are required from the Spokane Regional Health District. (324-1560)

- If sewer is available to your site, a side sewer permit will need to be obtained from the Liberty Lake Sewer & Water District (922-5443). A copy of this permit needs to be submitted with your permit application.
- Curb cuts, driveway approaches and the construction of curbs and sidewalks need to be reviewed by the City Engineer. Permits may be required.
- Electrical permits for work in Liberty Lake can be obtained from the Washington State Department of Labor and Industries, (324-2640). For connection to the power distribution lines, contact the serving utility.
- You will need to contact the Liberty Lake Sewer & Water District for connections to a public water system.

## **What inspections will be required?**

At a minimum, the following is required by City Code:

- Footings
- Foundation
- Underground Plumbing
- Sub-Slab
- Rough-In/Top off Plumbing
- Gas Piping
- HVAC Equipment
- Framing
- Insulation
- Final

It is the responsibility of the permittee to see that the required inspections are made. Failure to notify this department that construction has progressed to a point where inspection is required may necessitate the removal of certain parts of the construction at the owner's expense.

When you are ready for any of the preceding inspections, please call 755-6705, and give your name, project address, permit number and type of inspection needed. We can usually schedule an inspection within 24 hours.

Under certain circumstances, parts of your project may require inspections from other agencies:

- Road cuts for utilities or drives, City Engineer, Planning & Community Development, 755-6700.
- On-site waste disposal system, Spokane Regional Health District, 324-1560.
- Construction in a flood plain, Planning and Community Development Office 755-6700.

## RESIDENTIAL BUILDING PERMIT

(page 3)

- Electrical wiring, Washington State Department of Labor and Industries, 324-2640.
- Sewer and water hook-up, Liberty Lake Sewer & Water District, 922-5443.

These agencies should be contacted directly for their particular inspection requirements.

### **Will the Permit expire?**

Your permit will be considered null and void by limitation if the work authorized by the permit is not commenced or is stopped for a period of 180 days, unless a written request for an extension of the permit is received and approved by the building official prior to expiration. At a minimum, an inspection should be requested at least once every 180 days to assure the validity of the permit.

Also see our brochure on Typical Construction Details

For more information or an appointment contact:  
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